MyClass Portal

Students Manual

BIBF
LEADING EXCELLENCE

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Introduction

MyClass is an online course management system that faculty can use to post various types of online learning materials and to communicate with students. MyClass has several features considered typical of an e-learning platform, such as assignment submission, discussion forum and grading.

How to login?

1- Make sure that you have received your student email and password in order to login. Your initial password will be given to you by the registration department.
2- Open a web browser and access the URL: https://myclass.bibf.com.
3- Click on the login button at the main banner to be redirected to the login page.
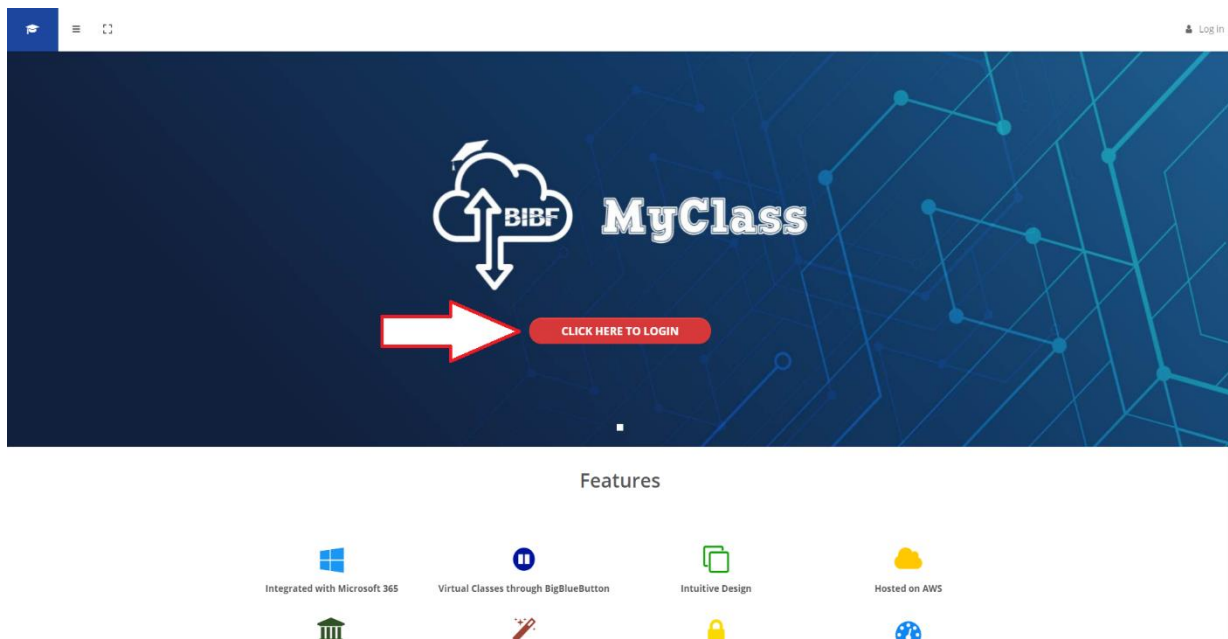
4- If this is your first time visiting MyClass (you have never logged in before):

   a. Visit this link to login to Office 365.

   b. Input your provided username and password.

   c. You will be asked to input a new password. Kindly ensure that the new password is alphanumeric, contains capital and small letters including special characters. The password should also not contain your name. You may be asked to answer some security questions during the login process which will allow you to reset your password in the future in case you forget it.

   d. Login with your updated Office 365 credentials to the MyClass portal by filling the form and clicking on the "Log in" button.

5- If you are a returning visitor (you have logged in to MyClass before), then login with your credentials by filling the form and clicking on the "Log in" button

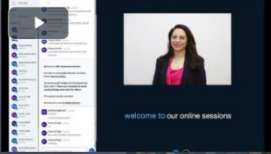6- Click on the "Forgot Password?" link if you have forgotten your password and you need to reset it.

Access Courses

1- To access your courses, at the dashboard page, find the "Course overview" block. Click on the course box to access it.

Slides & Handouts

1- To access the course slides & handouts, navigate to the files section, then click on the file name to view/download it.

2- To view/download folder files, click on the file name. Click on the folder name to view all the files in the folder.

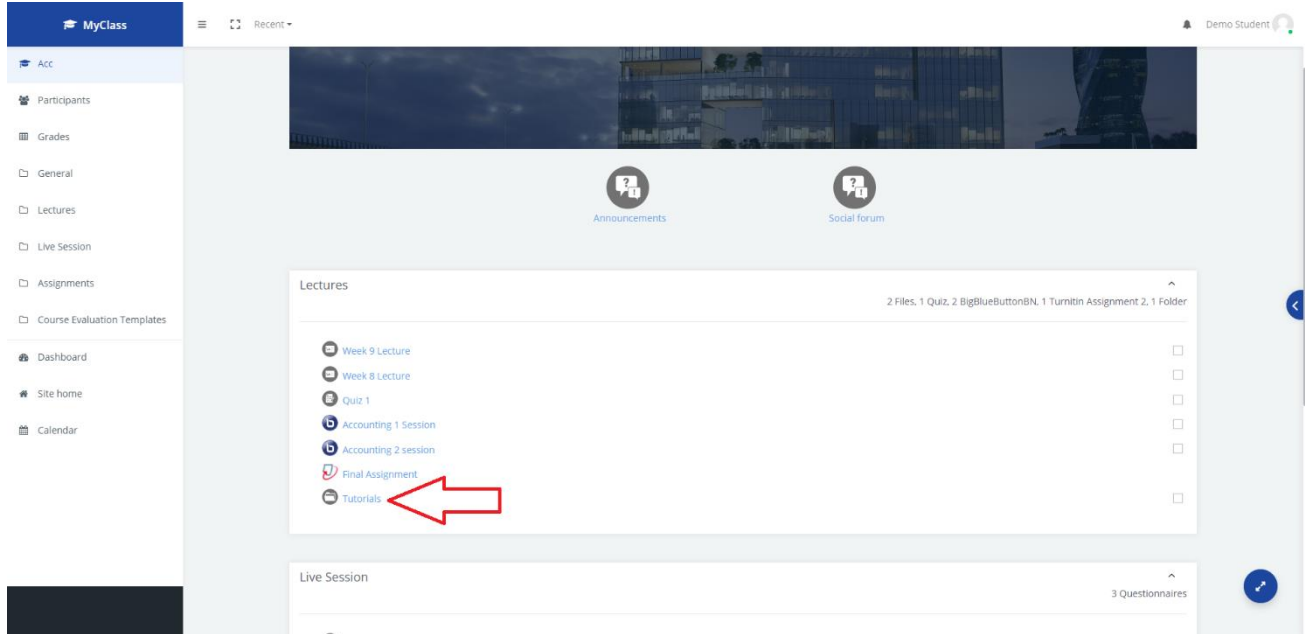3- To view/download single folder files, click on the file name. To view/download all the folder files, click on the "Download folder" button.
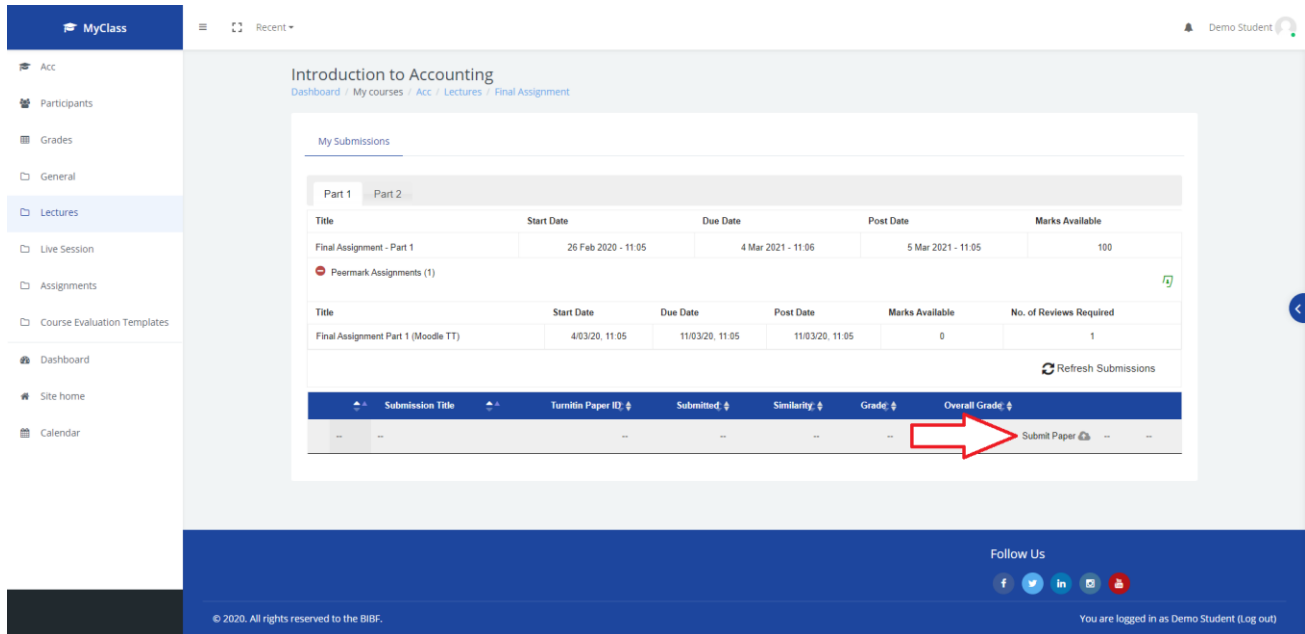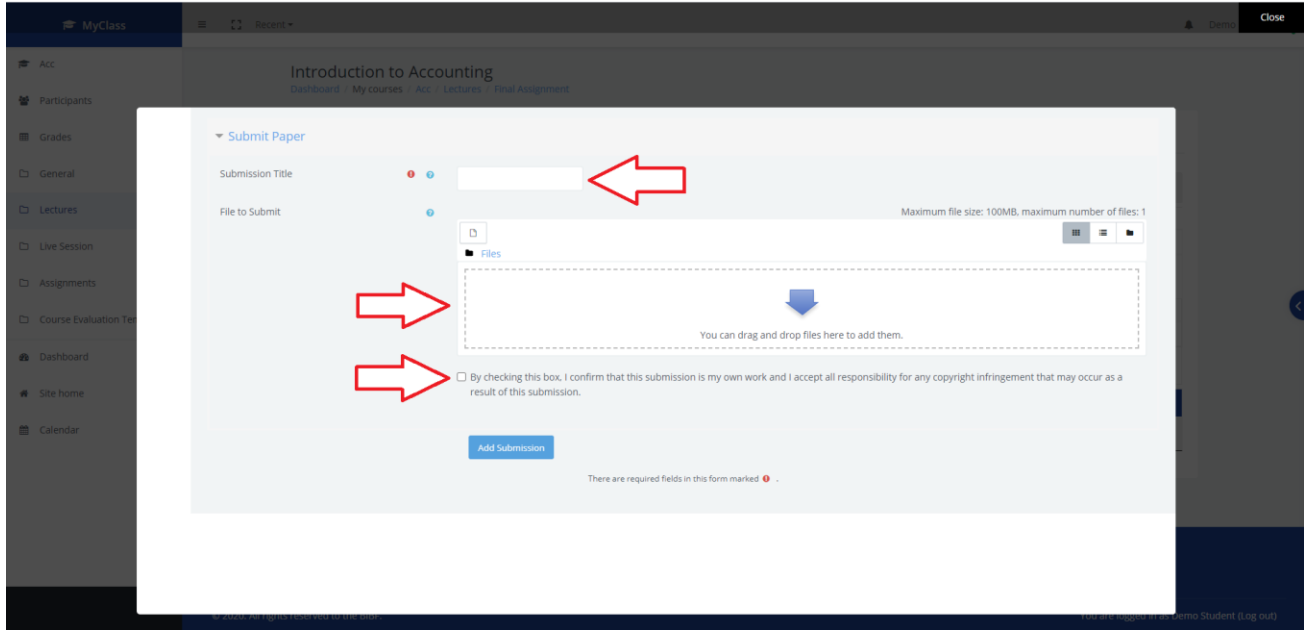
Uploading Assignment Files

1- To access an assignment, click on the assignment name.

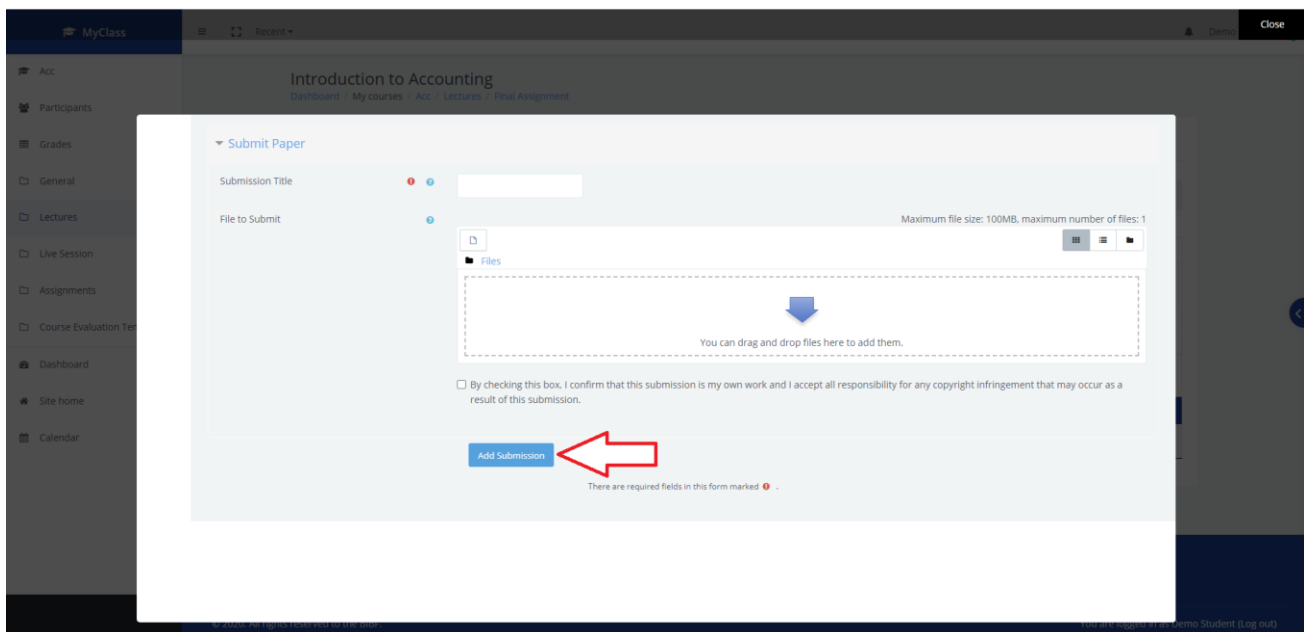2- At the assignment details page, click on the "Submit Paper" link.
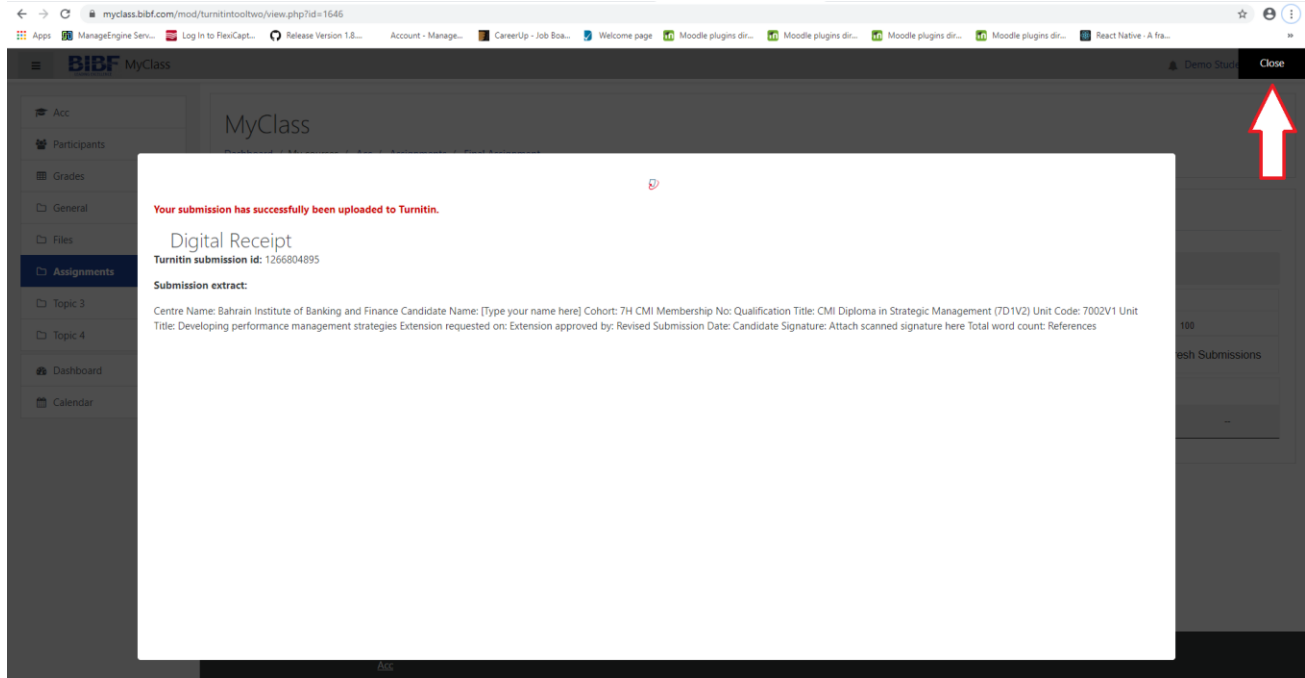
3- Put a title for the submission file in the "Submission Title" box. Next, drag and drop the assignment file in the "File to Submit" area. Finally check the legal statement box.
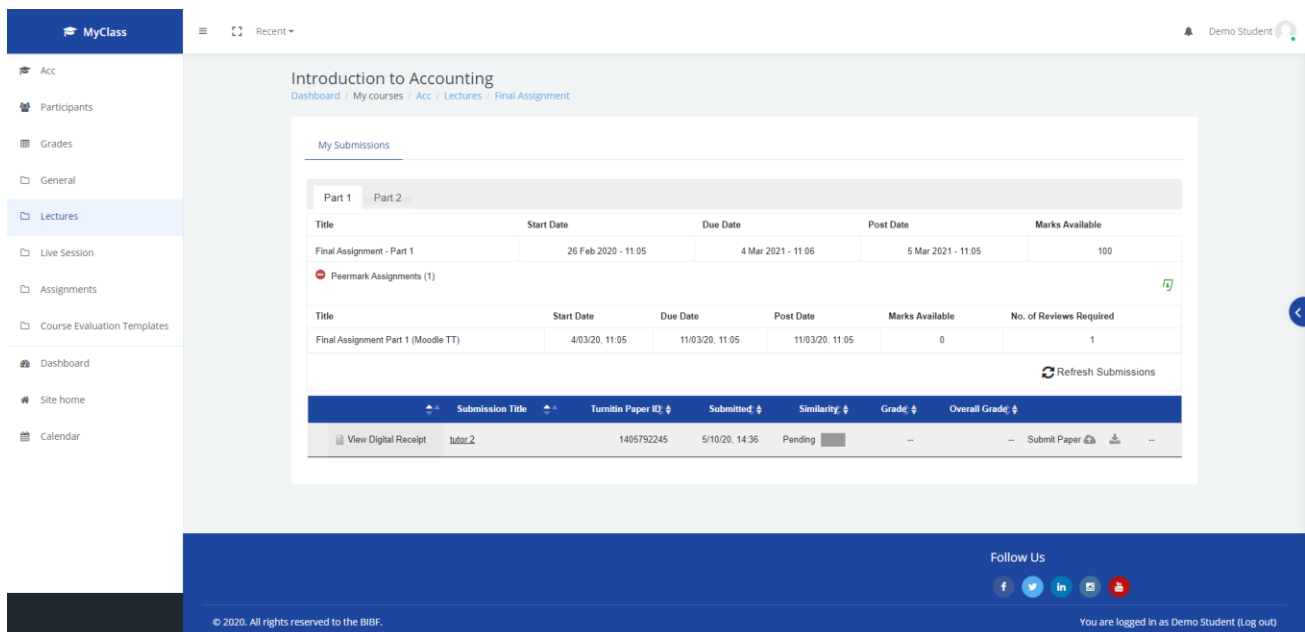

4- Once done, click on the "Add Submission" button.

5- Once the submitted file is uploaded, you will get a digital receipt acknowledging the submission. Click on the "Close" button on the top right corner.
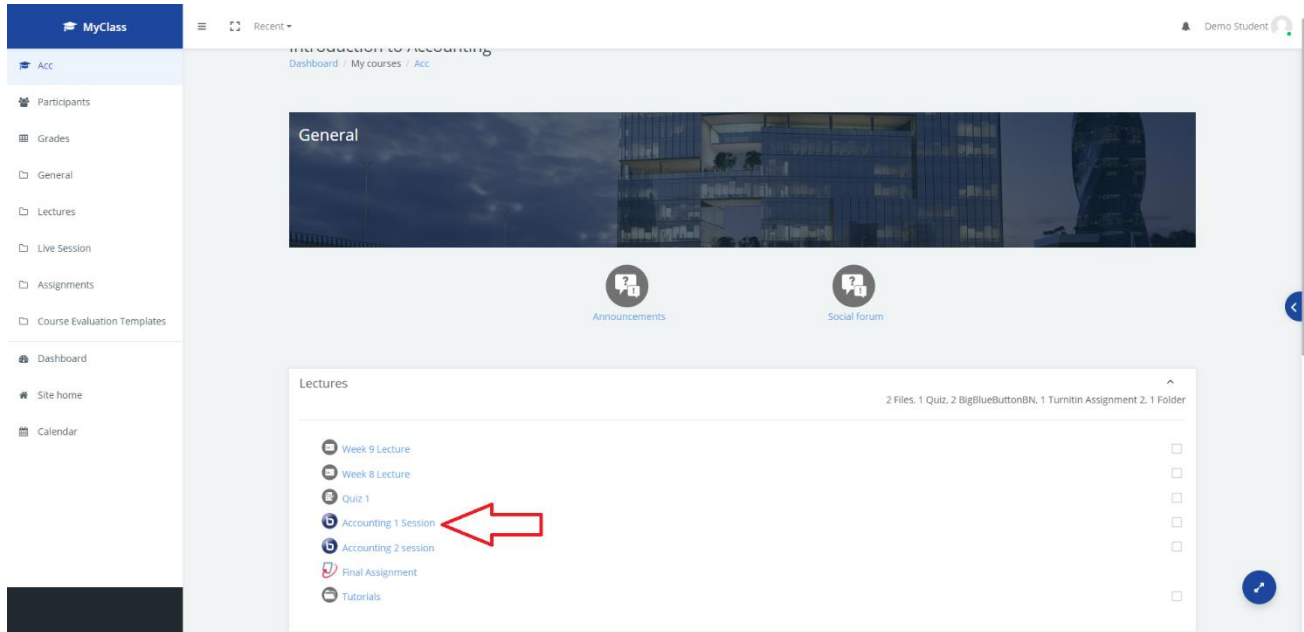

6- Finally, you will be redirected to the assignment details page where you will be to view your submission details.
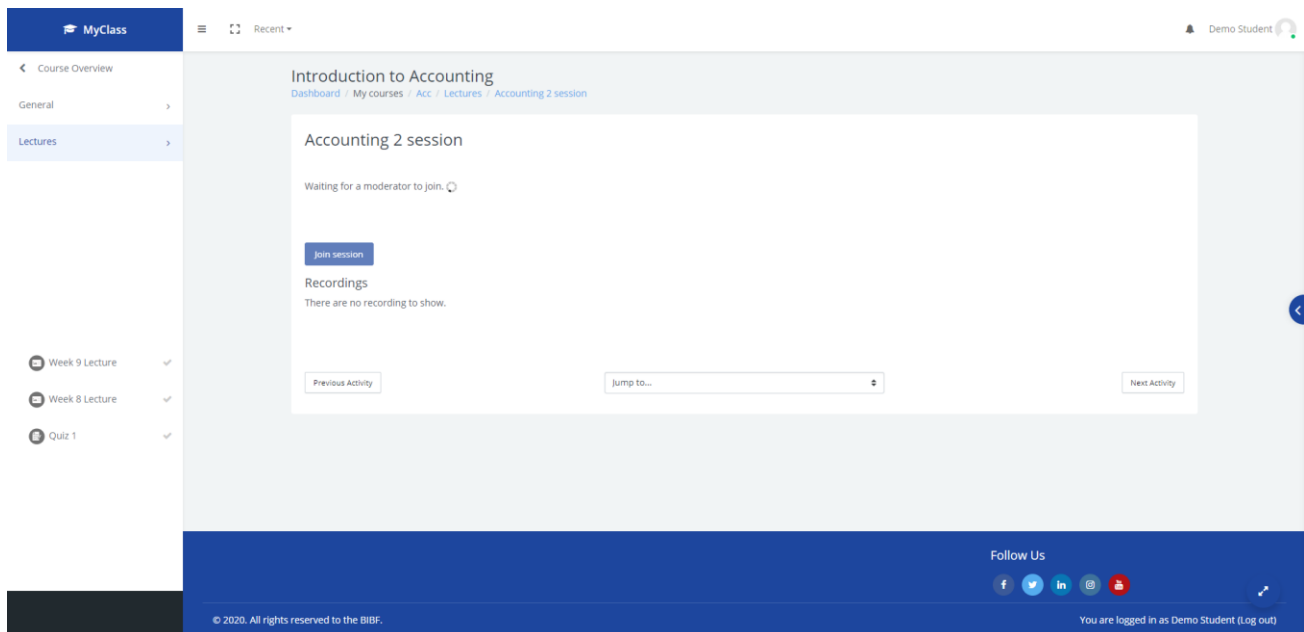
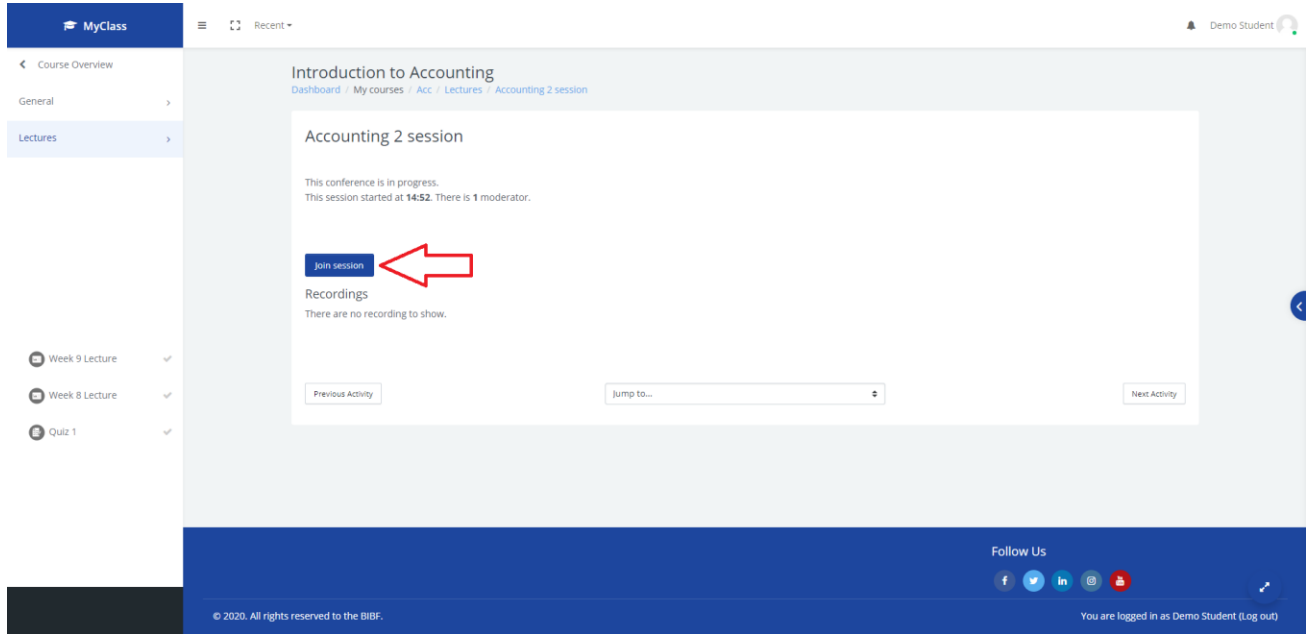## Virtual Classroom: Join a Live Virtual Classroom

1- To access a virtual classroom, click on the session name.

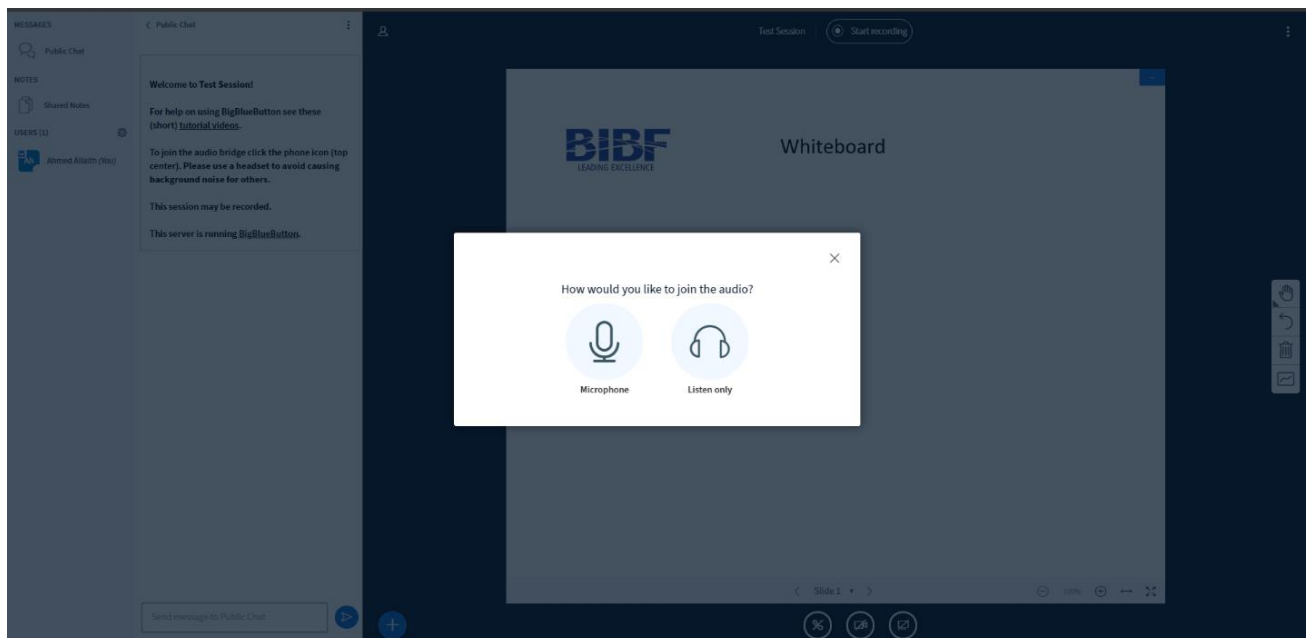

2- If the instructor has not joined the virtual classroom, then you will have to wait until the instructor joins the session.
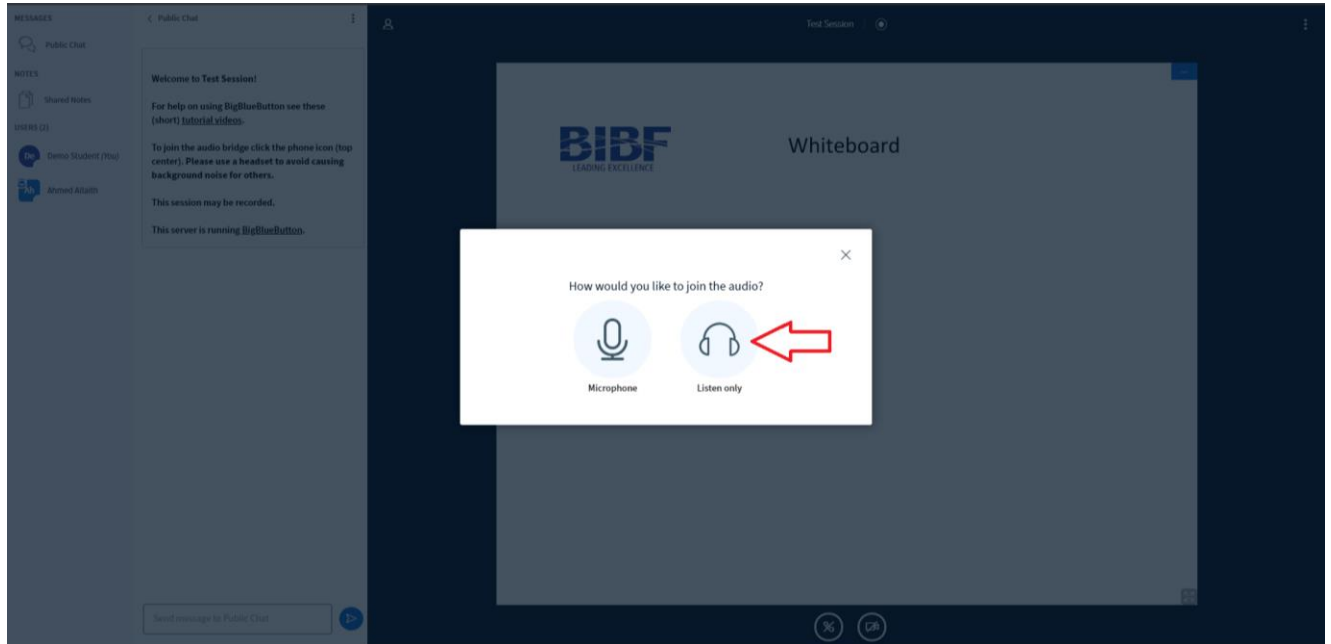
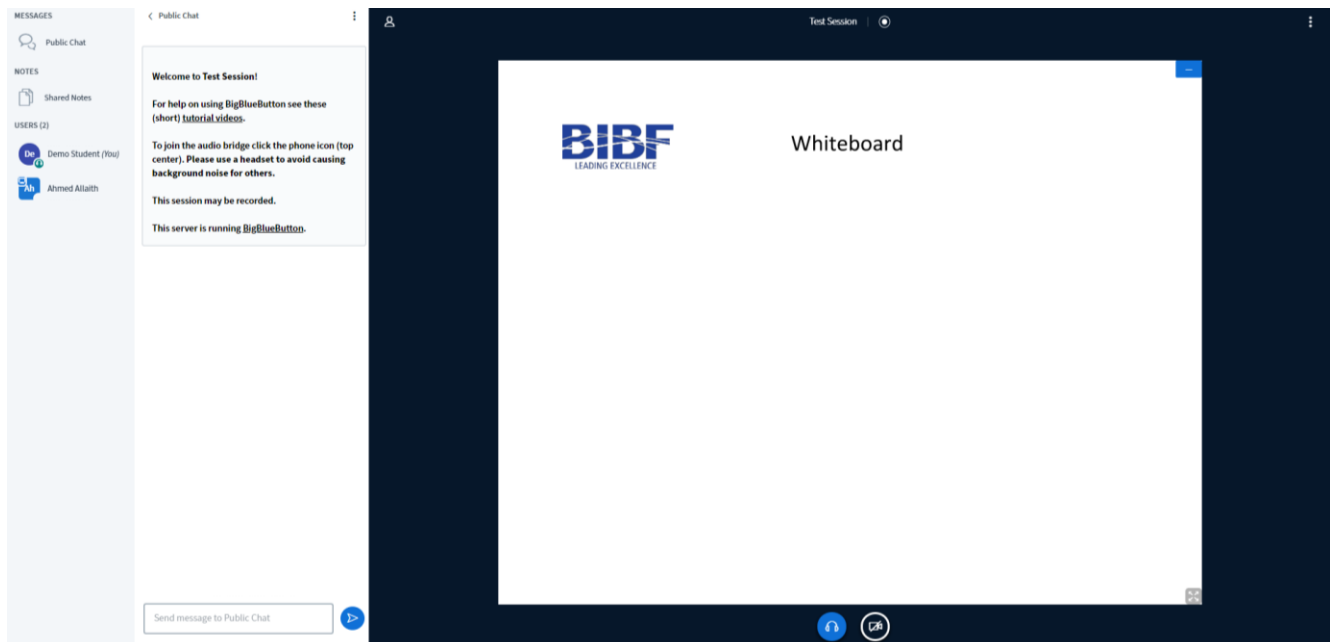3- Once the instructor has joined the virtual classroom session, then click on the "Join session" button.

4- A new browser tab will open for the virtual classroom.

5- As a student, click on the "Listen Only" icon. You can choose the microphone option if the course instructor ask you to do so.
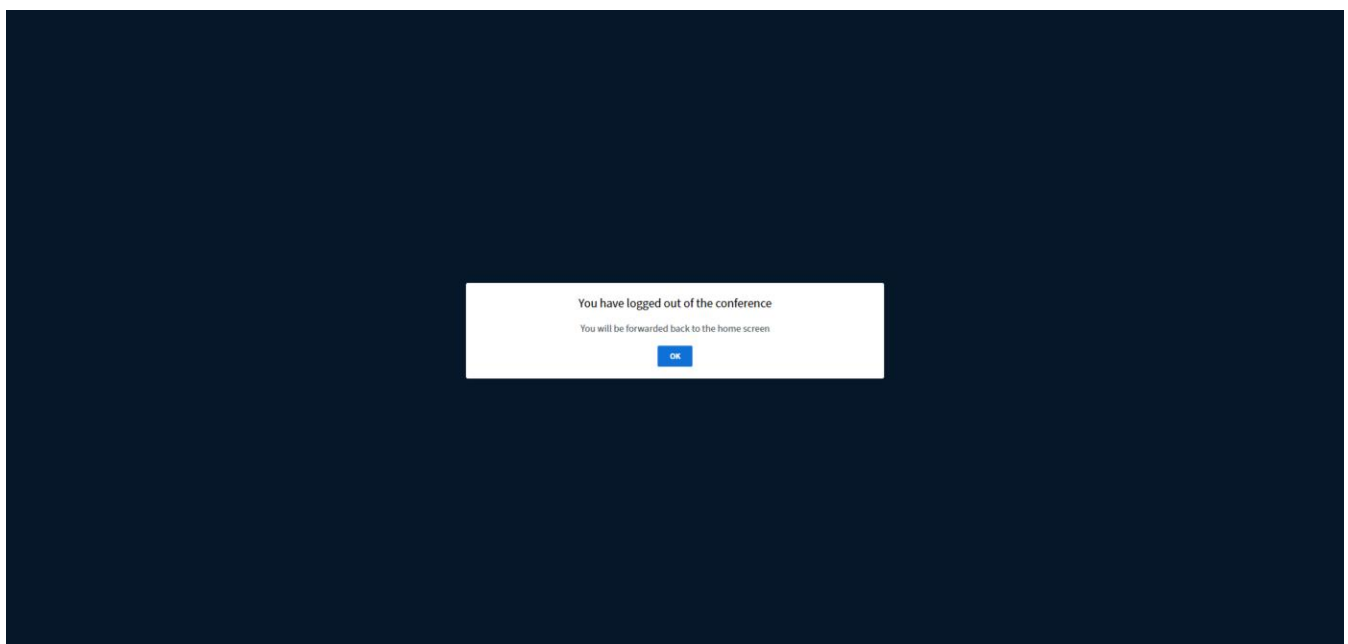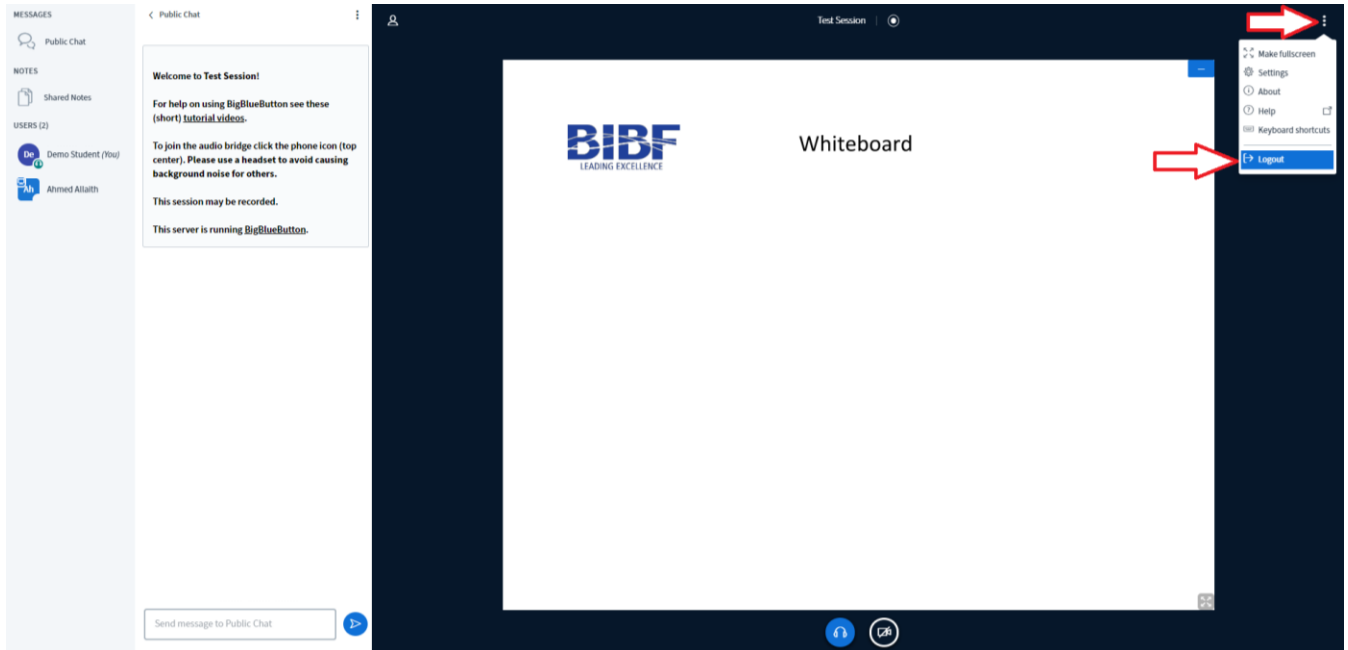


6- You have now joined the live virtual classroom session.

Virtual Classroom: Logout from a Live Virtual Classroom

1- At the top right corner, click on the "Options" icon. At the sub-menu, click on the "Logout" option. You will be logged out from the session and a pop-up box will appear to confirm this. Click on "OK" to close the tab.
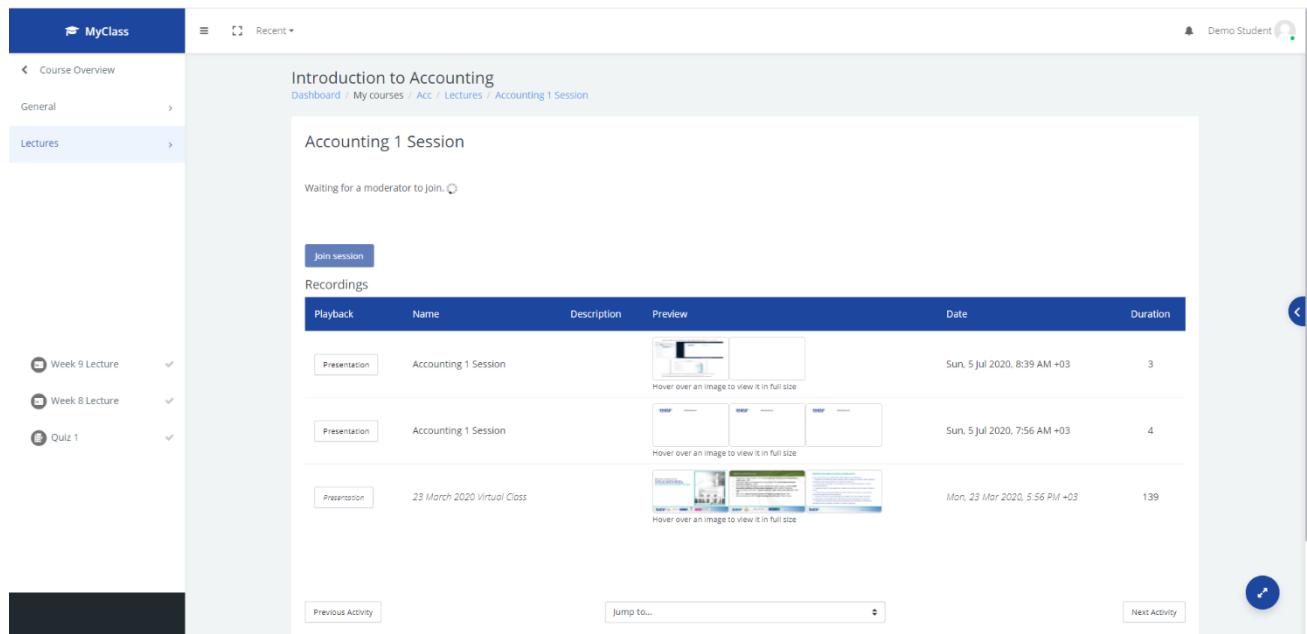
Virtual Classroom: Access a Recorded Session

1- To access a virtual classroom, click on the session name.
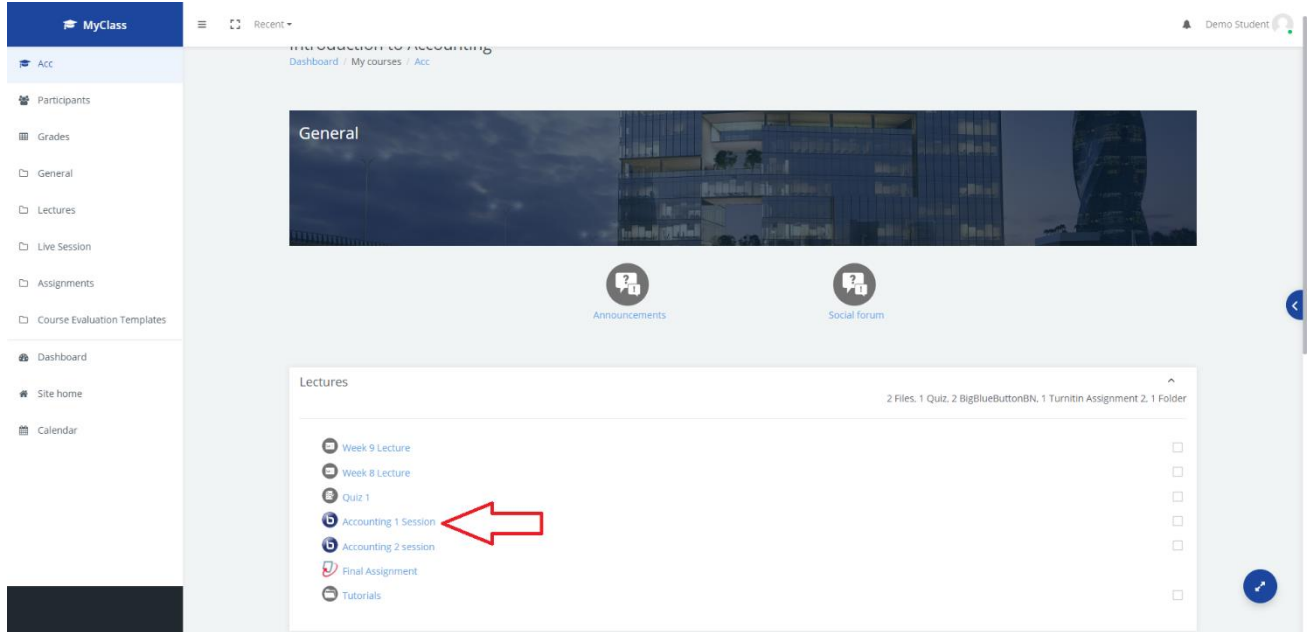
2- If the instructor has published a recording, then you will find the recording at the session page.

3- Click on the "presentation" box on the left side of the recording details to access it.

4- The recording will be opened in a new browser tab. Click the play button at the bottom to play it.